



Domestic and Sexual Violence Services of Carbon County (DSVS)

VOLUNTEER ADVOCATE JOB DESCRIPTION

Definition: A domestic violence volunteer advocate is responsible for assisting DSVS with a broad array of information and support services to the survivors of interpersonal violence. (Volunteer advocates may be assigned to one or several of the following duties, depending on interest, time availability, and abilities.)

Examples of Duties:

- 1. Works with survivors of domestic and teen dating violence to provide support services, court and hospital accompaniment, and education about domestic and teen dating violence.**

Support and emergency services include:

- Providing crisis information and referral
- Staffing the 24-7 helpline
- Arranging for transportation to safe shelter at local hotels or YWCA/Gateway in Billings
- Arranging for short term emergency shelter at local hotels in Carbon County
- Helping survivors develop safety plans
- Providing one-on-one support for survivor and/or family (via telephone or in person)
- Being on-call for hospital accompaniment for injured survivors
- Providing information for DSVS program reports regarding services provided

Court accompaniment services include:

- Being on-call for law enforcement and justice and city courts to meet with survivors who are seeking police/court actions
- Explaining the legal and judicial system process and procedures to survivors
- Explaining the purpose and enforcement of Orders of Protection
- Helping survivors fill out and obtain Orders of Protection
- Attending hearings and trials with survivors to provide information and support
- Providing referrals for survivors who need further assistance

2. Works to raise awareness and educate the public about domestic violence and to seek solutions for the prevention of domestic and interpersonal violence.

Raising awareness and education services include:

- Becoming a voice for the prevention of domestic and interpersonal violence in our communities
- Dispelling the myths about domestic and sexual violence
- Writing letters and opinion pieces for the media about the prevention of domestic and interpersonal violence
- Testifying before legislative bodies for services, prevention programs, and laws to improve the response to domestic and interpersonal violence

3. Provides coverage and support for DSVS.

Office duties include:

- Greeting visitors
- Helping with mailings
- Other clerical duties as assigned
- Working on fundraisers and special events.

Qualifications for Volunteer Advocates:

- Ability to maintain absolute confidentiality
- Ability to listen and provide information in a non-judgmental way
- Ability to relate well with survivors and witnesses to violence
- Ability to provide emotional support to survivors and witnesses to violence
- Ability to communicate well with others: active listening, empathy
- Ability to understand and make decisions in accordance with program policies and procedures
- Ability to teach, using critical thinking, problem-solving, and strategic planning skills
- Ability to acknowledge one's own limitations and to refer to alternate advocacy

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